

**MEETING OF THE  
BOARD OF LIBRARY TRUSTEES  
JUNE 14, 2016**

**MINUTES**

**Call to Order**

Chairperson Adam Delmolino called the meeting to order at 7:25 pm, and in attendance were trustees Heather Calvin, Adam Delmolino, Kathy Fennelly, Amy Hampe, Barbara Muldoon, Frank Murphy, and Joyce Radochia. Also attending was Andrea Nicolay, library director, and Maura Deedy, assistant library director.

**Approval of Minutes (vote needed)**

Trustees reviewed the minutes of the May meeting. Ms. Fennelly moved to approve the minutes. Ms. Radochia seconded the motion. The board approved unanimously.

**Communications**

Ms. Marie Cannon, a library circulation assistant, sent a thank you note to the Board for sponsoring her attendance at the Massachusetts Library Association Conference in Hyannis. Ms. Nicolay presented a letter from the Arlington Disability Commission who is presenting a proposal to add two additional disabled parking spots on Mass Ave in front of the Robbins Library, and one next to the Fox Library on Cleveland St.

**Community Time**

No community members were present.

**Director's Report**

Ms. Nicolay expressed enthusiasm for Girls Who Code, a initiative to address the gender inequality in the tech field. This initiative was staff driven and fast tracked for Fall 2016. Children's Room celebrated reading on National Readathon Day on May 21 with reading caves and "napping" computers. Fox library card registrations have increased 113% since last year. Ms. Nicolay expressed concern for staff training around handling accidents involving bodily fluids. Ms. Nicolay has been working with Arlington Health and Human Services and Council on Aging to address concerns. A defibrillator may be a worthy acquisition. The trustees discussed a variety of health based training opportunities for staff, like NARCAN.

**Reimagining Our Libraries RFQ**

Ms. Nicolay outlined the the changes to the RFQ Draft, after her meeting with MBLC. It was suggested to start with high profile visual improvements in the short term. Long term would be a whole building renovation, with a longer timeline which would allow the library to apply for MBLC funds. Ms. Nicolay reviewed the revisions and outlined some of the challenges of the project. The board had questions regarding the timeline and review of proposals. The board discussed adding decision dates and realistic timelines for execution. Mr. Delmolino suggested that the Library would be able to stipulate

contract deliverables. Ms. Calvin inquired about the qualifications and making them more broad to solicit applicants in the region with additional libraries in their portfolio. Ms. Hampe suggested a common grading system for the proposals to be reviewed. Ms. Nicolay referred to resources from MBLC on how to review and select architects. The board reviewed the phases of the project, evaluation criteria, and outcomes of the RFQ. Ms. Nicolay will provide an update before the next board meeting.

#### **Conversations with Town Manager**

Ms. Nicolay and Mr. Delmolino recently met with Town Manager Adam Chapdelaine as a follow-up to a meeting between Mr. Chapdelaine and two Friends of Fox Library board members about matters pertaining to the Fox Library hours and services. Ms. Nicolay reviewed with Mr. Chapdelaine the relationship between the library support groups and their function within the public library cooperative network. Ms. Nicolay discussed the practice of using private funds to increase public library hours in comparison with other libraries in the state. Ms. Nicolay and the Board discussed possible next steps.

#### **Winfield Robbins Art Prints Appraisal Project**

Nancy Gentile retired from Framingham Public Library in June and will soon begin working on an RFQ to move this project forward. Ms. Fennelly and Ms. Hampe are on the subcommittee.

#### **Arlington's Living Brochure Request (vote needed)**

Ms. Nicolay presented the proposal from True Story Theater, who received an National Endowment for the Arts grant. True Story Theater has requested to book the community room for the next fiscal year. Ms. Fennelly moved to allow the request . Ms. Radochia seconded the motion; the board approved unanimously.

#### **October 2016 Fine Free Month (vote needed)**

Ms. Nicolay presented a proposal to offer a fine free month in October 2016. Ms. Fennelly moved to approve. Ms. Hampe seconded the motion; the board approved unanimously.

#### **FY 17 Summer Saturdays (vote needed)**

Ms. Nicolay presented the schedule for Summer Saturdays. Ms. Hampe moved to approve the Summer Saturday schedule. Ms. Radochia seconded the motion; the board approved unanimously.

#### **Election of Officers (vote needed)**

Ms. Fennelly and Ms. Radochia announced the slate of officers. Nominated for chairperson is Mr. Delmolino. Nominated for vice chairperson is Ms. Calvin. Nominated for Russell Fund Liaison is Ms. Muldoon. Nominated for Trust Fund Liaison is Mr. Murphy. Ms. Fennelly moved to approve the officers. Ms. Hampe seconded the motion; the board approved unanimously.

#### **Preliminary Discussion of FY17 Administration and Trustee Goals**

Ms. Nicolay reviewed the FY16 goals and objectives. She'll be meeting with library department heads in the next two weeks.

### **Foundation Liaison Update**

Ms. Fennelly reported on the most recent meeting. The Duffy-Rodriguez fund is now fully endowed, and the Foundation board recognized the Chairman, Richard Duffy, for this achievement. The foundation will be removing two categories from giving.

### **Friends Liaison Updates**

Ms. Nicolay and Mr. Delmolino attended the Friends of Fox Library meeting in May; they are supporting the Fox Festival parade at Fox Library on Saturday June 18. Friends of Fox outlined future programming ideas. Ms. Deedy reported that the Friends of Robbins voted on a new logo.

### **Unanticipated Items**

There were no unanticipated items.

### **Date of Next Meeting: August 17, 2016**

The next meeting will be on Wednesday, August 17, 2016.

### **Adjournment (vote needed)**

Mr. Murphy moved to adjourn. Adjournment was approved unanimously.

### **Materials Distributed:**

- June Meeting agenda
- May meeting minutes
- May Director's Report
- May 2016 Circulation Statistics
- Reimagining Our Libraries RFQ Memorandum and Draft
- Arlington's Living Brochure Request
- October 2016 Fine Free Month supporting documents
- Robbins Library Summer Saturdays
- Robbins Library Administration Goals and Objectives FY 2016
- Robbins Library Board of Trustees Goals and Objectives FY 2016